

CITY OF TEMPE SEASONAL EMPLOYMENT OPPORTUNITY



Community Services Department ■ Parks and Recreation ■ 3500 South Rural Road ■ Tempe, AZ 85282 ■ (480) 350-8034 ■ TDD (480) 350-5050 ■ www.tempe.gov
(Pick up and Drop off applications at 620 North Mill Ave in Tempe or mail to address above)

Assistant Rowing Coordinator

OPENING DATE:	February 2, 2004
CLOSING DATE:	Applications will be accepted until the needs of the city are met. Position may close at that time and without notice.
POSITION REQUIREMENTS:	February 16 – May 23. Possible extension based on performance and/or budget constraints. Hours according to class schedule and program needs-approximately 20-30 hours per week. Assignments will be between the hours of 5am and 8:30pm Monday through Friday; 5am-12:30 PM Saturday and Sunday
MINIMUM QUALIFICATIONS:	Requires any combination of 2 years experience and education in subject area and some knowledge of teaching techniques. 5 years or more coaching experience at collegiate or junior level is preferred. Experience with Masters/Open category rowers desirable.
ADDITIONAL QUALIFICATIONS:	Requires successful completion of required selection process and successful completion of background investigation. The City of Tempe conducts thorough background investigations. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment Requires certification in First Aid and CPR prior to start of program. If currently certified, please attach a copy of certificates to application. Ability to pass a Boater Safety exam and obtain certification. US Rowing Level II or higher coaching certification is highly recommended.
REPRESENTATIVE ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Teach rowing classes.• Plan age-appropriate lessons and ensure they are safely conducted.• Developing a 4-10 week lesson plan in designated area.• Supervise participants (youth and/or adults) and volunteers.• Complete payroll time sheets; track student attendance.• Maintain, repair, and rig rowing shells and coaching launches. Experience in composite repair. Maintain cleanliness and safety of facilities. Ability to lift 50 lbs.• Attend and help lead instructor meetings.• Request and account for supplies and equipment.• Communicate effectively with rowing instructor staff and other Lake User groups, such as sailing and kayaking clubs.• Present a professional and friendly attitude towards customers, general public, and staff.• Willingness to adhere to City of Tempe regulations and guidelines for employment and use of City owned equipment• Assist in various on water events such as regattas, triathalons, and sailing races.
HOURLY WAGE:	DOQ \$15.00-\$16.00 (no benefits)

AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYEE